



## **California Fire & Rescue Training Authority. Sacramento**

10545 Armstrong Avenue Ste.320, Mather, CA 95655 • Phone (916) 475-1660 • Fax (916) 475-1662  
[www.fireandrescuetraining.ca.gov](http://www.fireandrescuetraining.ca.gov)

Governing Council

Fire Chief Brian Marshall  
Deputy Chief Niko King  
Deputy Chief Brian Shannon

California Governor's Office of Emergency Services  
Sacramento Fire Department  
Sacramento Metropolitan Fire District

*Asst. Chief Joe Gear  
Executive Director*

### **CALIFORNIA FIRE AND RESCUE TRAINING AUTHORITY AT SACRAMENTO GOVERNING COUNCIL REGULAR MEETING January 16, 2020 – 4:00 PM**

**California Exercise Simulation Center (CESC)  
10545 Armstrong Avenue, Suite 320  
Mather, CA 95655**

#### **CALL TO ORDER**

Council Chair, Fire Chief Brian Marshall called the meeting to order at 4:03 PM

#### **PLEDGE TO THE FLAG**

#### **ROLL CALL**

Roll call was taken, all present: Fire Chief Brian Marshall, Deputy Chief Niko King, Deputy Chief Brian Shannon, Legal Counsel Meg Wilson. Staff: Administrative Officer Cristy Jorgensen (for Executive Director Chief Joe Gear), Council Clerk Lana Nielsen and an audience of 6.

#### **PUBLIC COMMENT ON AGENDA/NON-AGENDA ITEMS**

No public comments

#### **COUNCIL MEMBER ANNOUNCEMENTS**

No Council member announcements

#### **CONSENT AGENDA**

1. Approval of Action Summaries: September 19, 2019
2. Fiscal Document/County of Sacramento District Signature List

**Council Action:** Shannon/King: Move to approve consent agenda  
(AYES: Shannon, King, Marshall)  
Motion Passed

#### **EXECUTIVE DIRECTOR REPORT (Jorgensen for Gear)**

The CFRTA has been notified by the Sacramento Metropolitan Fire District that the District does not intend to renew or extend the CFRTA lease on the CESC. This lease expires at the end of March of this year. It is imperative that guidance of the Governing Council be given in anticipation of the relocation of the CFRTA and Council authorization of a new lease at a Special Meeting to be held in the near future.

**Council Action:** King/Shannon: Move to accept and file  
(AYES: Shannon, King, Marshall)  
Motion Passed

**FINANCE REPORT (Jorgensen for Gear)**

1. Status of FY 2019-20 Budget – Summary attached

**Council Action:** King/Shannon: Move to accept and file  
(AYES: Shannon, King, Marshall)  
Motion Passed

2. Final Audit Report: FY 15 & FY 16

The Final Audit Report was presented to Council and direction was given to staff to research prior audit findings and create a plan of action to address audit findings. Staff should provide quarterly updates to Council on the actions being taking to resolve audit findings.

**Council Action:** King/Shannon: Move to accept and file  
(AYES: Shannon, King, Marshall)  
Motion Passed

**TRAINING REPORT (Jorgensen for Gear)**

3. Training Programs Report – Report attached

**Council Action:** King/Shannon: Move to accept and file  
(AYES: Shannon, King, Marshall)  
Motion Passed

**PRESENTATION ITEMS (Jorgensen for Gear)**

4. Strategic Plan Report

The feedback received from Council at the September 19, 2019 meeting regarding the Draft Strategic Plan focused on objective deadlines and assigning a responsible party to each objective. Authority staff met and discussed each listed objective and assigned both a responsible party and updated objective due dates and actual completion date for items that have already been completed. To date, 11 of the 30 objectives listed from the four Results Statements have been completed (36% completion rate). Staff presented the updated report to Council for review and adoption to continue the forward progress for the Authority.

**Council Action:** King/Shannon: Move to approve and file  
(AYES: Shannon, King, Marshall)  
Motion Passed

## 5. CFRTA Policy Manual

Staff is requesting that Council consider a policy adoption plan where 3-5 Operational and/or Personnel based policies are presented for review, consideration and adoption at each Governing Council Meeting over the next year. Each policy will be submitted to Legal for review and editing and then presented to Council for consideration and adoption.

Council recommended developing a policy on how to implement both personnel and operational policies. It was recommended that policies be developed at the staff level, sent to the executive director for review then to legal counsel for final review. Once all reviews have been completed the approved policy would be implemented eliminating the need for each individual policy to require Council approval before adoption.

**Council Action:** King/Shannon: Move to have a policy developed to establish how personnel and operational policies are implemented.

(AYES: Shannon, King, Marshall)

Motion Passed

### ACTION ITEM(S) (Gear)

1. CFRTA Policy Update 2352, 2351, 2350: Adjunct, Assistant, Primary Instructor Job Descriptions

**Council Action:** King/Shannon: Move to approve and adopt CFRTA Policy 2350, 2351, and 2351: Adjunct, Assistant, and Primary Job Descriptions

(AYES: Shannon, King, Marshall)

Motion Passed

2. CFRTA New Policy 2360: Senior Instructor Job Description

**Council Action:** King/Shannon: Move to approve and adopt CFRTA Policy 2360: Senior Instructor Job Description

(AYES: Shannon, King, Marshall)

Motion Passed

3. CFRTA New Policy 2361: Master Instructor Job Description

**Council Action:** King/Shannon: Move to approve and adopt CFRTA Policy 2361: Master Instructor Job Description

(AYES: Shannon, King, Marshall)

Motion Passed

### RECESS TO CLOSED SESSION

#### CLOSED SESSION GOVERNMENT CODES:

#### LEASE NEGOTIATION – CALIFORNIA EXERCISE SIMULATION CENTER (CESC)

CFRTA Lease with Sacramento Metropolitan Fire District: California Government section 54956.8; Lease Negotiation

### **CLOSED SESSION REPORT**

No Reportable action

### **GOVERNING COUNCIL QUESTIONS AND COMMENTS**

No comments

### **ADJOURNMENT**

NEXT MEETING(S) – Location: California Fire & Rescue Training Authority  
California Exercise Simulation Center (CESC)  
10545 Armstrong Avenue, Suite 320, Mather, CA 95655  
**2020 Schedule, 4PM**

**Thursday, April 16, 2020**

**Thursday, June 18, 2020**

**Thursday, September 17, 2020**

**Posted on January 16, 2020 by:**



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**Lana Nielsen, Council Clerk**

FY 2019/20 Budget Status  
As of 12/31/19

| ACCOUNT TITLE                          |   | Revenue<br>2019/20<br>Budgeted  | Revenue<br>2019/20<br>Actual  | Pct<br>Received |
|--|---|---------------------------------|-------------------------------|-----------------|
| Acct.                                  | <b>Annual Revenue:</b>                        |                                 |                               |                 |
| 9410                                   | Interest                                      | 10,000                          | 326                           | 3%              |
| 9531                                   | Member Agency Contributions                   | 800,000                         | 800,000                       | 100%            |
| 9569                                   | State Aid Other Misc Programs (Grant Funding) | 0                               | 0                             |                 |
| 9699                                   | Other Training (Tuition Based)                | 622,993                         | 200,335                       | 32%             |
| 9790                                   | Other/Misc. Revenues                          | 557,245                         | 257,921                       | 46%             |
| <b>Total Annual Revenues</b>           |   | <b>1,990,238</b>                | <b>1,258,582</b>              | <b>63%</b>      |
| PRIOR YEAR FUND BALANCE                |   | 691,945                         | 691,945                       |                 |
| <b>TOTAL FUNDING SOURCE</b>            |   | <b>2,682,183</b>                | <b>1,950,527</b>              | <b>73%</b>      |
|  |   |                                 |                               |                 |
| ACCOUNT TITLE                          |   | EXPENSES<br>2019/20<br>Budgeted | EXPENDED<br>2019/20<br>Actual | Pct<br>Expended |
|  | <b>Annual Expenditures:</b>                   |                                 |                               |                 |
| 1110                                   | SALARIES & WAGES                              | 1,188,628                       | 577,382                       | 49%             |
| 1220                                   | FICA/MEDICARE                                 | 89,628                          | 42,352                        | 47%             |
| 1230                                   | GROUP HEALTH INSURANCE                        | 34,200                          | 31,193                        | 91%             |
| 1240                                   | WORKERS COMPENSATION                          | 36,287                          | 11,945                        | 33%             |
| 1250                                   | UNEMPLOYMENT                                  | 3,200                           | 2,311                         | 72%             |
| <b>TOTAL EMPLOYEE BENEFITS</b>         |   | <b>1,351,943</b>                | <b>665,183</b>                | <b>49%</b>      |
| 2005                                   | ADV/LEGAL NOTICES                             | 6,800                           | 1,553                         | 23%             |
| 2029                                   | BUSINESS/CONF. EXP.                           | 162,641                         | 106,525                       | 65%             |
| 2035                                   | EDUCATION TRAINING SERVICES                   | 432,717                         | 126,879                       | 29%             |
| 2036                                   | EDUCATION TRAINING SUPPLIES                   | 458,597                         | 82,990                        | 18%             |
| 2051                                   | LIABILITY INSURANCE                           | 30,000                          | 8,250                         | 28%             |
| 2076                                   | OFFICE SUPPLIES                               | 11,000                          | 8,693                         | 79%             |
| 2081                                   | POSTAGE SERVICE                               | 1,300                           | 529                           | 41%             |
| 2342                                   | KITCHEN SUPPLIES                              | 4,000                           | 2,201                         | 55%             |
| <b>General Operating Expense</b>       |   | <b>1,107,055</b>                | <b>337,620</b>                | <b>30%</b>      |
| 2171                                   | RENT LEASE OF REAL OR OTHER PROPERTY          | 68,000                          | 45,880                        | 67%             |
| <b>Buildings &amp; Grounds Expense</b> |   | <b>68,000</b>                   | <b>45,880</b>                 | <b>67%</b>      |
| 2197                                   | TECHNOLOGY                                    | 75,000                          | 35,477                        | 47%             |
| <b>Technology Expenses</b>             |   | <b>75,000</b>                   | <b>35,477</b>                 | <b>47%</b>      |
| 2205                                   | AUTOMOTIVE MAINT. SERVICE                     | 6,000                           | 6,588                         | 110%            |
| 2275                                   | RENTS/LEASES EQUIP.                           | 19,500                          | 8,634                         | 44%             |
| <b>Equipment Expense</b>               |   | <b>25,500</b>                   | <b>15,222</b>                 | <b>60%</b>      |
| 2505                                   | ACCOUNTING/FINANCIAL                          | 29,960                          | 12,486                        | 42%             |
| 2591                                   | OTHER PROF. SERV.                             | 9,000                           | 4,810                         | 53%             |
| <b>Professional Service Expense</b>    |   | <b>38,960</b>                   | <b>17,296</b>                 | <b>44%</b>      |

FY 2019/20 Budget Status  
As of 12/31/19

|      |                                     |                  |                  |            |
|------|-------------------------------------|------------------|------------------|------------|
| 2899 | OTHER OPERATING SERV.               | 15,725           | 4,738            | 30%        |
|      | <b>Special Departmental Expense</b> | <b>15,725</b>    | <b>4,738</b>     | <b>30%</b> |
|      |                                     |                  |                  |            |
|      | <b>TOTAL SERVICE &amp; SUPPLY</b>   | <b>1,330,240</b> | <b>456,233</b>   | <b>34%</b> |
|      |                                     |                  |                  |            |
|      | <b>TOTAL BUDGET</b>                 | <b>2,682,183</b> | <b>1,121,416</b> | <b>42%</b> |

**BALANCE (REVENUE OVER EXPENSES)** **137,166**

**FUND BALANCE** **691,945**

**TOTAL CASH BALANCE** **829,111**

**RESERVE ACCOUNT** **783,626**

|  |            |
|--|------------|
| ** Break down of Reserves Fund total \$783,626 |            |
| US&R Reserve                                   | \$ 95,769  |
| Mobex Reserve                                  | \$ 313,291 |
| CFRTA Reserve                                  | \$ 374,566 |



Joe Gear  
Executive Director

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Sacramento Metropolitan Fire District

**Date:** January 9, 2020  
**To:** CFRTA Governing Council Members  
**From:** Cristy Jorgensen, Administrative Officer-Training  
**Subject:** CFRTA Training Programs

### TOPIC

The current 2019/20 Fiscal Year is halfway completed. This report will review the CFRTA Training Programs goals for the current fiscal year and actuals as of the end of Quarter 2.

### DISCUSSION

**The Training Program goals for Fiscal Year 19/20 are:**

- Number of Offered Course: **129**
- Number of Students Trained: **1875**
- Gross Revenue: **\$561,751**
- Expenses: **\$483,649**
- Net Revenue: **\$78,102**

**At the close of Quarter 2, the current performance measures are:**

- **Number of Classes Scheduled:** **132** Courses Scheduled for FY 19/20.
  - **46** Courses completed by end of Q2 FY19/20
    - 102% of projected courses scheduled for the year
- **Number of Students Trained to date**
  - Estimated at **674** Students
    - 35.9% of projection
- **Gross Revenue**
  - Estimated at **\$207,506**
    - 36% of projection
- **Expenses**
  - Estimated at **\$166,644**
    - 34% of projection
- **Net Revenue**
  - Estimated at **\$40,861**
    - 52% of projection

Courses are currently scheduled through October of 2020 with additional course offerings being added when possible.

These projections do not include the contract training work that the CFRTA does.